

Instructions for Completing Monthly Employment Utilization Report (DOT Form 820-010)

The Monthly Utilization Report is to be completed by each subject contractor (both prime and sub) and signed by a responsible official of the company. The reports are to be filed by the 5th day of each month during the term of the contract, and they shall include the total work hours for each employee classification in each trade in the covered area for the monthly reporting period. The prime contractor shall submit a report for each Federally funded project and collect and submit reports for each subcontractor's work force on each project to the Project Engineer.

Compliance Agency	Washington State Department of Transportation or contracting agency responsible for Equal Employment Opportunity.
Contractor	Any contractor who has a construction contract with the Washington State Dept. of Transportation or a contract funded in whole or in part with Federal funds.
Minority	Includes Blacks, Hispanics, American Indians, Alaskan Natives, and Asian and Pacific Islanders - both men and women.
County	County in which contract work is performed.
Employer's Identification Number	Federal Social Security Number used on Employer's Quarterly Federal Tax Return (U.S. Treasury Department Form 941).
EEO Requirements (Minority & Female)	See Contract Notification.
Reporting Period	Monthly, or as directed by the Project Engineer, beginning with the effective date of the contract.
1. Construction Trade	Only those construction crafts which the contractor employs in the county.
Work-Hours of Employment (a - e)	<p>a. The total number of male hours and total number of female hours worked by complete workforce including Total of each specified group of minority employee in each classification.</p> <p>b. - e. The total number of male hours and the total number of female hours worked by each specified group of minority employees in each classification.</p>
Classification	The level of accomplishment or status of the worker in the trade (Journey, Apprentice, or Trainee).
2. Minority Percentage	The percentage of total minority work hours of all work hours (the sum of columns b, c, d, and e divided by column a; just one figure for each construction trade).
3. Female Percentage	For each trade the number reported in a. F divided by the sum of the numbers reported in a. M and F.
4. Total Number of Employees	The total number of male and total number of female employees working in each classification of each trade on each project during the reporting period.
5. Total Number of Minority Employees	The total number of male minority employees and total number of female minority employees working in each classification of each trade on each project during the reporting period.



Monthly Employment Utilization Report

Name and Address of Contractor		WSDOT Contract Number		Federal Aid Number		Employer's I.D. Number		Federal Funding Agency	
		Project Description and Location				County		Reporting Period From _____ To _____	

1. Construction Trade	Classifications	Total Contract Construction Work Hours										Percentages		Employees			
		a. Total Work Hours of All Employees By Trade		b. Black (Not of Hispanic Origin)		c. Hispanic		d. Asian or Pacific Islander		e. American Indian or Alaskan Native		2. Minority Percentage	3. Female Percentage	4. Total Number of Employees	5. Total Number of Minority Employees		
		M	F	M	F	M	F	M	F	M	F						
	Journey Worker																
	Apprentice																
	Trainee																
	Journey Worker																
	Apprentice																
	Trainee																
	Journey Worker																
	Apprentice																
	Trainee																
	Journey Worker																
	Apprentice																
	Trainee																
	Journey Worker																
	Apprentice																
	Trainee																
Total Journey Workers																	
Total Apprentices																	
Total Trainees																	
Grand Total																	

Company Official's Signature and Title	Telephone Number	Date Signed	Page _____ of _____
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